
UTAH DEPARTMENT OF TRANSPORTATION

TECHNICAL BULLETIN MT-04.06

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SPECIFICATION CREATION

Specifications are an integral aspect of our projects, so it is important for us to understand where they come from and what the different designations mean.

The following definitions were obtained from Section 00570, Definitions, of the Standard Specifications:

Specifications: The compilation of provisions and requirements for the performance of prescribed work:

- a. **Standard Specifications:** The specifications approved for general application and repetitive use.
- b. **Special Provisions:** A unique specification or revision to the standard specifications applicable to an individual contract.

Standard Specifications are subject to review and approval by the Standards Committee before they are utilized for General application.

Special Provisions, being applicable to an individual project, are not subject to review and approval by the Standards Committee. Many Standard Specifications are Special Provisions first; this provides an opportunity to make the Specification as accurate as possible.

There are two versions of Special Provisions: "M" or "S".

- A Special Provision denoted with an "M" (i.e. 02741M) is a modification to a Standard Specification. A modification does not replace the entire specification but rather just targets the areas that are changed. The modification utilizes the existing numbering system.
- A Special Provision denoted with an "S" is a unique specification when no specification exists that fits the item, or when an entire specification is removed and replaced with the special provision.

SPECIFICATIONS AND THE STANDARD COMMITTEE

The Standards Committee reviews and approves all specifications. The standards committee is composed of eight permanent members, with the Project Development Engineer as chairperson and Standards and Specifications Engineer serving as secretary.

The eight members are:

- Director, Project Development;
- Region Director (Appointed by the Deputy Director);
- Director, Engineering Services;
- Director, Construction and Materials;
- Engineer for Materials;
- Engineer for Traffic & Safety;
- State Bridge Engineer.

Advisory Members are:

- Federal Highway Administration (FHWA);
 - Associated General Contractors (AGC);
 - American Council of Engineering Companies, Utah Branch (ACEC)
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Members should appoint a substitute when the member is unable to attend.

When a Standard Specification needs to be updated or a Special Provision is proposed to become a Standard **UDOT policy and procedure 08A5-1** is followed:

The Sponsor/Presenter (with assistance from the Standards & Specifications Section) prepares draft documentation of new or revised standard specification to the Standards and Specifications Section. The Sponsor/Presenter submits the draft documentation to the Standards and Specifications Section at least fourteen working days before a regularly scheduled Standards Committee meeting, the last Thursday of every other month.

The draft documentation includes a completed Attachment 1 (Attachment 1 is not necessary for minor or editorial changes). Attachment 1 details the reason for the change, how measurement and payment are handled, a list of stakeholders and their concerns and comments, costs and safety impacts. According to section 08A5-1.4, the Sponsor must send a copy of the proposed specification to the AGC and ACEC Standards Committee representative; the comments from AGC/ACEC are documented on attachment 1. Other stakeholders contacted and documented on attachment 1 may include: Construction Engineers, Contractors, Suppliers, Consultants and others deemed appropriate.

The Standards and Specifications Section reviews draft and related documentation and makes necessary modifications. The Standards and Specification Section then adds the draft to the agenda and disseminates the agenda and draft to the Standards Committee members.

The Standards Committee members review the draft prior to the regularly scheduled standards meeting. At the bi-monthly Standards Committee meeting the Sponsor/Presenter presents the draft of the new or revised standard specification.

At that time the committee can take one of the following actions:

- a. Approve the item as presented
- b. Approve the item with minor changes
- c. Refer the item to the Sponsor/presenter for significant changes prior to re-submittal to the committee
- d. Reject/defer the item

When step a. or b. is taken the final copy of the Standard is prepared and the effective date is placed in the lower right corner of each page of the specification.

When step c is taken, the necessary changes must be made and the procedure is begun again.

The Standards and Specifications Section submits a final copy of the approved Standard Specification, to the FHWA for review and approval. The FHWA provides a letter of approval to UDOT.

Standard Specifications and Special Provisions can be found on the UDOT web site, under “**Doing Business/Standards, Manuals, Guidelines, and References.**” A link to Policies and Procedures can be found on the home page of UDOT Innerdot.

The Standards and Specifications Section provides training on writing specifications: CSI numbering format, using active voice how to avoid duplication and conflicts with other standard documents etc., upon request.

FURTHER INFORMATION

Standard Specifications: <http://www.udot.utah.gov/index.php/m=c/tid=728>

Policy and Procedure: <https://innerdot.udot.org/index.php?m=c&tid=62>

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